

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

ISO-RS21-5
Baseline
February 15, 2000

ORGANIZATIONAL WORK INSTRUCTION

Office of the
Chief Financial Officer

RS21

COLLECTION PROCESS CHECK AND ONLINE PAYMENT AND COLLECTION (OPAC)

Approving
Authority:

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		2/15/00	

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1. SCOPE

1.1 Scope. This Organizational Work Instruction (OWI) is applicable to personnel within the Fiscal Control Office of the Office of Chief Financial Officer (CFO) who serve as collection agents and certifying officers.

1.2 Purpose. The purpose of this OWI is to establish the detailed procedure that will be used to process collections of funds for MSFC, both check and via electronic transfer.

1.3 Applicability. This OWI applies to personnel within the Accounting Operations Office who are collection agents and certifying officers.

2. APPLICABLE DOCUMENTS

NASA FMM 9280	Miscellaneous Accounting
NPG 1441.1C	Records Retention Schedules

3. DEFINITIONS

None.

4. INSTRUCTIONS

The detailed procedure for performing the collection process is outlined in the Attachment.

5. NOTES

None.

6. SAFETY PRECAUTIONS AND WARNING NOTES

None.

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7. APPENDICES, DATA, REPORTS, AND FORMS

None.

8. QUALITY RECORDS

The Collection Blotter/Voucher (OF 1114B) and the Statement of Transactions (SF 224) are the quality records generated by this process. They are retained for 6 years and 3 months after the period covered by the account, in accordance with NPG 1441.1C, Schedule 9, Uniform File Index (UFI)# 9000. The records custodian is the Team Lead, Fiscal Control Office.

9. TOOLS, EQUIPMENT, AND MATERIALS

None.

10. PERSONNEL TRAINING AND CERTIFICATION

None.

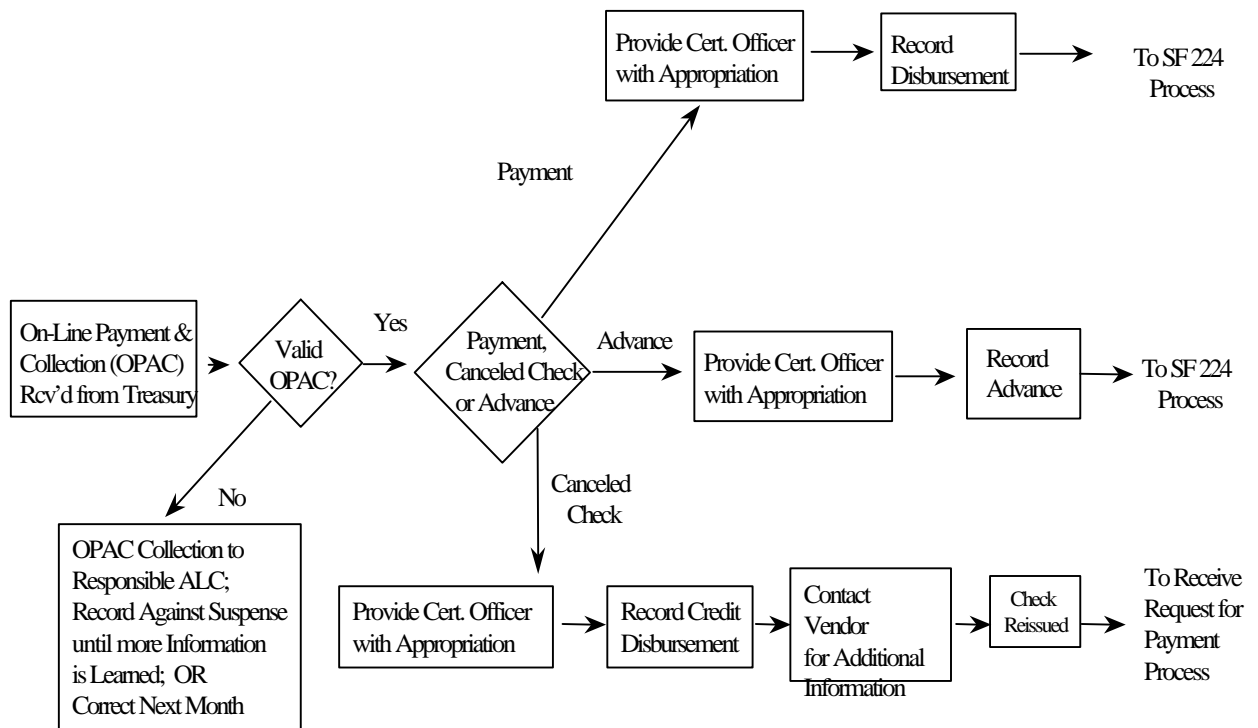
11. FLOW DIAGRAM

See Attachment.

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ATTACHMENT

Record Disbursement/Advance Thru OPAC

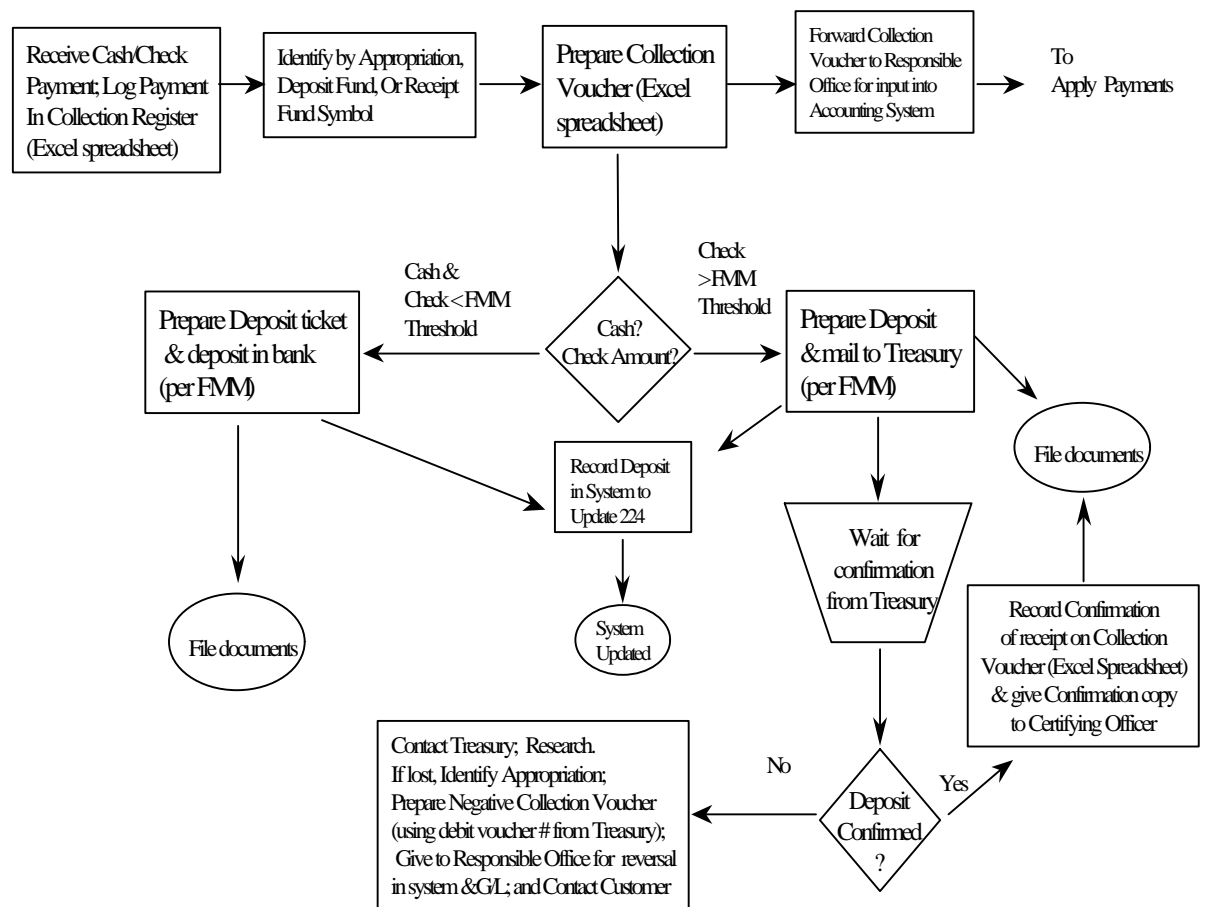


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Receive Payment Deposit Monies Collected



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